Health and Welfare Canada
Santé et Bien-être social Canada

GUIDELINES RELATING TO COST-SHARING UNDER THE VOCATIONAL REHABILITATION OF DISABLED PERSONS ACT 1988 - 1990

Canada

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PREFACE

The Vocational Rehabilitation of Disabled Persons Act (VRDP), enacted in 1961 permits the Federal Government to assist the Provinces* in undertaking a coordinated and comprehensive vocational rehabilitation program on behalf of physically and mentally disabled persons to enable them to become capable of pursuing regularly a substantially gainful occupation.

The VRDP Act authorizes the Federal Government to enter into agreements with the Provinces whereby it shares fifty percent of eligible costs incurred in the provision of the vocational rehabilitation services. It is recognized that the determination of eligibility for disabled clients in the provincial program is the sole responsibility of the province. For cost-sharing purposes, the definitions and criteria outlined in the VRDP Act and Agreement must be taken into account.

The Vocational Rehabilitation of Disabled Persons Act and Agreement determine the scope and limits of cost-sharing. These guidelines were jointly developed by the federal government and the provinces and clarify various aspects of the VRDP administration. They may be modified and updated in consultation with provinces to reflect changes with respect to VRDP programming and procedures.

These guidelines have been prepared to assist provincial and federal officials involved in the administration of the Act and Agreement in understanding the interpretation of various sections of the current Agreement and to explain some of the administrative requirements. These guidelines become effective for the new agreement period April 1, 1988 to March 31, 1990.

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* Throughout this document, the terms province/provincial include the Yukon and the Northwest Territories unless otherwise specified.

1. **PROGRAM DEVELOPMENT REPORTING (Agreement, Section 5(2) and Section 6(4))**

Both levels of governments recognize that there is a need to review VRDP information requirements with a common goal of making more information readily available to consumers and services providers. The review will also include the current requirement for porgram administration to prevent duplication of information requests.

The reporting requirements are currently being reviewed by federal and provincial officials and will be established during this Agreement period.

2. **PROVINCIAL CO-ORDINATION (Agreement, Section 5(3))**

The Agreement states that "the Province undertakes to establish an appropriate administrative organization within the Province to administer and coordinate all activities in the Province relating to the vocational rehabilitation of disabled persons, such organization to be under the direction of a qualified official to be known as the Provincial co-ordinator or Director of Vocational Rehabilitation."

2.1 Administrative Organization

This means that the provincial authority for the administration of the VRDP Agreement rests with one administrative organization under the direction of a Co-ordinator or Director, and that this organization is to ensure that the programs for which the province is seeking cost-sharing meet the requirements of the VRDP Act and Agreement, i.e. ensurring that the clients being served are eligible disabled persons as defined in the VRDP Act and Agreement, and the services to be cost-shared are directed towards their vocational rehabilitation.

The Co-ordinator, in cooperation with officials in the other program components, identifies the staff

positions whose duties are considered to be directly related to the provision of vocational rehabilitation services and whose salaries may therefore be shareable under the Agreement.

2.2 Seeking Out Disabled Persons

The Co-ordinator ensures that appropriate means are established for seeking out disabled persons in the province who require and could benefit from vocational rehabilitation services, and to provide, or arrange for the provision of the required services.

2.3 Encourage Services for Children

The Co-ordinator encourages the provision of adequate remedial and educational services for disabled children and ensures continuity of services by determining when and whether or not vocational rehabilitation services are required once such children have reached the age where they are no longer required by provincial law to attend school.

2.4 Encourage Voluntary Agencies

The Co-ordinator encourages voluntary agencies which have a role in the provision of vocational rehabilitation services to define their role and purpose, and encourages co-ordination of their services within the comprehensive program in the province.

2.5 Co-ordination Between Departments

The Co-ordinator ensures the co-ordination of services provided by the various provincial government departments as these relate to the vocational rehabilitation of disabled persons by means of advisory councils or committees established for this purpose where deemed appropriate.

3. APPEAL PROCESS (Agreement, Section 5(4))

The Agreement requires that provinces establish, by December 31, 1989, an independent procedure for appeals by individuals or their representatives from decisions with respect to their eligibility following

an application for the granting or providing of vocational rehabilitation services. The appeal process is intended to provide a timely recourse for individual persons affected by a decision made in accordance with provincial legislation and/or policies concerning their eligibility to goods and services provided by provinces and by agencies funded by provinces and which are cost-shared under VRDP.

The first step of the appeal process may consist of an administrative review by the service provider. Individuals would, however, have further recourse to an independent appeal if he/she deems it necessary.

The requirement for an independent procedure for appeal can be satisfied by the establishment of an impartial review mechanism. Provinces will determine whether this function will be discharged by a third party or by other entities such as a body within a provincial department but which is not a part of the service provision function. Staff-related costs and legal fees incurred by provinces for the establishment of an independent appeal process will be shared under this Agreement as administrative expenses (Agreement, Appendix 1, Section 1(2)). Provinces will have regard to the reasonableness of time frames and locations. The appellant may have legal representation and these costs, as well as transportation costs and special services such as an attendant or interpreter, may be borne by the Province and cost-shared under this Agreement.

Several ministries are involved in the administration and provision of VRDP shareable services. The lead ministry responsible for the administration of the VRDP Agreement may, as appropriate, delegate the responsibility for implementing an appeal process, consistent with the Agreement and the guidelines, to other provincial ministries or crown corporations with respect to their respective programs.

The Agreement also requires that provinces adequately inform individuals seeking vocational rehabilitation services of their right to an appeal process. Individuals should also be informed of any provision for administrative review. Costs incurred by provinces in this regard may be approved for sharing

under the Agreement in the same manner as other publicity costs.

It is understood that implementation of this provision is a complex endeavour since departmental responsibilities and legislative authorities vary. It is further understood that provinces retain full provincial authority to administer their program according to provincial priorities, policies and resource allocation. An understanding of measures that will be taken by provinces to establish an appeal process will be reached with each jurisdiction taking into account existing legislative authorities, policies and departmental responsibilities.

4. PROVINCIAL RECORDS (Agreement, Section 8)

The Agreement states that "the Province shall maintain records of all expenditures, revenues and refunds in respect of this Agreement in accordance with the stated accounting policies of the Province..."

4.1 Interpretation

This means that there must be complete records maintained for all costs which are shared under the Agreement. These records are to be maintained and clearly identifiable as for provincial costs incurred by the various departments or agencies which have had a role in the provision of vocational rehabilitation services in the course of the fiscal year for which claims are submitted for cost-sharing. These records are to be maintained and accessible until final settlements have been negotiated.

4.2 Records of Program or Service Costs

The records must show the program or service costs incurred for staff salaries, benefits, travel and training, as well as finance and administrative expenses, as these relate to the provision of shareable services for eligible clientele. For example, records must show the staff-related costs of vocational rehabilitation services provided to clients eligible under VRDP in community mental health programs, psychiatric hospitals, alcohol and drug programs, rehabilitation workshops and other agencies. Individual client files need not be maintained.

4.3 Records for Individual Clients

Records are to be maintained and must be available for review and audit of expenses incurred on behalf of clients eligible under VRDP for the provision of goods and services detailed in Appendix I, Section 2 of the Agreement. Such records must contain information to substantiate the client's eligibility within the VRDP definition and must demonstrate that the goods or services were provided as part of his/her vocational rehabilitation process.

5. EXCLUSIONS FROM COST-SHARING (Agreement, Section 3 and Appendix I, Section 8)

5.1 Cases under Veterans Rehabilitation Act

Any costs expended by a province to provide vocational rehabilitation services for a disabled person who is eligible for such services under the Veterans Rehabilitation Act are not shareable under this program.

Disabled persons receiving services under the Veterans Rehabilitation Act who require additional vocational rehabilitation services, as determined by the province, which are not covered by Veterans Rehabilitation Act may be eligible to receive vocational rehabilitation services cost-shared under VRDP.

5.2 Worker's Compensation Board (WCB) Cases

A person with a work-related disability who is receiving benefits from WCB for that disability is not eligible to receive services cost-shared under VRDP.

A person who is no longer considered a client of WCB may be eligible to receive vocational rehabilitation services cost-shared under the VRDP Agreement. It is the provincial responsibility to decide if and when an ex-WCB client is eligible to receive vocational rehabilitation services.

A person receiving a permanent WCB pension for a partial disability but who requires vocational rehabilitation services, as determined by the province, because of disabling problems not covered by

WCB regulations may be eligible to receive vocational rehabilitation services cost-shared under the VRDP Agreement.

5.3 Other Excluded Costs

Shareable costs under the VRDP Agreement do not include provincial expenditures for any items listed in the Agreement (Appendix 1, Section 8).

6. RESEARCH (Section 6 and Schedule 7)

Research is recognized as an essential component of the overall vocational rehabilitation process, providing a foundation for relating client needs, service activities and results to program and policy development.

The primary objectives of vocational rehabilitation research include facilitating the vocational rehabilitation of persons with disabilities, improving the delivery of services, and providing information for informed decision-making regarding vocational rehabilitation.

The scope of research in vocational rehabilitation includes investigations of the requirements of individuals, service delivery practitioners, service delivery systems as well as practitioner training, program evaluation, and public education requirements.

Research of particular significance includes projects which will:

a) support the efforts of individuals to contribute to their vocational rehabilitation;
b) contribute to efforts of service delivery practitioners to improve their services;
c) contribute to the capability of federal-provincial systems to improve delivery of services;
d) demonstrate and promote co-operation and co-ordination among persons with disabilities, private, non-profit and public sectors.

Research projects related to the vocational rehabilitation of disabled persons may receive federal funding in two separate ways.

a) Research projects undertaken by a province which are designed to improve the operation of the provincial program are cost-shared with the provinces in accordance with Appendix 1 Section 4. Such research projects must be submitted to Ottawa for approval.

b) Research undertaken in accordance with the VRDP Act, Section 6, may be funded entirely by the federal government.

7. TREATMENT OF MAINTENANCE ALLOWANCES UNDER THE INCOME TAX ACT (Agreement, Appendix 1, Section 2(1)(d))

The VRDP Agreement specifies that VRDP maintenance and training allowances are provided on an individual needs basis. These are, therefore, in the nature of assistance payments and subject to the same provisions in relation to the Income Tax Act.

8. VOCATIONAL REHABILITATION WITHIN COMMUNITY MENTAL HEALTH PROGRAMS (Agreement, Appendix 1, Section 1 and Appendix 2)

Shareable costs within community mental health clinics under this agreement are only those which are directly related to the provision of vocational rehabilitation services to eligible VRDP clients.

For this Agreement period, the shareable costs related to vocational rehabilitation of mentally disabled persons within community mental health clinics continues to be not more than 25% of the salaries of staff providing services to eligible clients in community mental health clinics. This percentage is deemed to represent the time spent by staff on vocational rehabilitation services. A higher percentage will be considered for cost-sharing in a given province if that province can provide substantiating information as to the vocational rehabilitation features of community mental health services.

It must be noted that salaries of medical practitioners and other health care practitioners where these costs are covered under the Canada Health Act cannot be shared under this agreement and must be excluded from the total costs before calculation of the 25% and eligible clients.

9. VOCATIONAL REHABILITATION IN PSYCHIATRIC HOSPITALS (Agreement, Appendix 1, Section 1 and Appendix 2)

Under this agreement psychiatric hospitals are not considered as vocational rehabilitation centres and cost-sharing applies only for those staff directly related to the provision of vocational rehabilitation services to that portion of clients who, after having been assessed as eligible VRDP clients, are receiving vocational rehabilitation services in order to enable them to become capable of pursuing a substantially gainful occupation after their discharge from hospitals. Vocational rehabilitation services in psychiatric hospitals may also be provided as a follow-up service (see section 13) or during a vocational crisis (see section 14).

These vocational rehabilitation services are described and identified by the hospital authority and are sometimes provided within a specific section/division which has its own staff.

When vocational rehabilitation services are provided as part of larger programs within the hospital (e.g., social work, psychology, occupational therapy), the proportion of staff time spent on vocational rehabilitation services to eligible clients must be determined.

The salaries of medical practitioners and health care practitioners where those costs are covered under the terms of the Canada Health Act are excluded from cost-sharing under this Agreement.

10. ALCOHOL AND DRUG PROGRAMS (Agreement, Appendix 1, Section 1 and Appendix 2)

VRDP provides for cost-sharing of a range of services for the vocational rehabilitation of persons disabled by alcohol/drug addiction. This includes services

provided as a follow-up service (see section 13) or during a vocational crisis (see section 14).

The shareable costs are the following:

a) salaries, fringe benefits, travel and training of staff providing assessment, counselling, rehabilitation and employment placement; the staff includes program directors, co-ordinators, counsellors, attendants and related staff working in facilities or agencies administered under the authority and co-ordination of the Province or a Provincial Commission and excludes those medical practitioners and health care practitioners where those costs are covered under the terms of the Canada Health Act;

b) salaries of support staff such as secretaries, clerks and accountants necessary for the administration of the vocational rehabilitation services within facilities and agencies administered under the authority of the province;

c) publicity designed to make the public aware of the vocational rehabilitation services which are or can be provided to alcoholics and drug addicts.

Non-shareable costs are those already indicated in Appendix I, Section 8 of the Agreement plus the following:

a) costs of activities designed for the information and education of the public regarding the hazards of alcohol and drug abuse;

b) costs of preventive activities and costs of Employee Assistance Programs (except as related to services provided during a vocational crisis to prevent employment loss);

c) costs of compulsory treatment;

d) costs of treatment and rehabilitation services provided within a hospital setting where these costs are covered under the Canada Health Act;

e) costs of health services provided by medical practitioners and health care practitioners where these costs are covered under the terms of the Canada Health Act;

11. VOCATIONAL REHABILITATION FACILITIES (Workshops) (Agreement, Appendix 1, Section 1)

VRDP provides for cost-sharing of time-limited services such as assessment, pre-vocational and vocational training for eligible clients in vocational rehabilitation facilities. This also includes services provided in vocational rehabilitation facilities as follow-up or during a vocational crisis.

Under VRDP the federal government shares only in the costs incurred by the provinces for shareable expenses. Thus it is possible that the total funds provided by a province to these facilities may not be shareable. The following are examples of shareable costs:

a) Service Costs

The funds designated by a province as applicable to the costs of staff necessary for the provision of vocational rehabilitation services. This means that cost-sharing is no longer limited to particular positions but rather is accepted for the amount of the provincial grant which is applied toward actual staff costs. The term "provincial grant" means a direct cost to the province as a result of making a financial contribution to a provincially-recognized vocational rehabilitation centre or agency in respect of the provision of eligible services to eligible clients irrespective of the manner in which the contribution is provided.

b) Administrative Costs

Salaries, fringe benefits, travel (including vehicle depreciation) and training of administrative support staff such as secretaries, clerks, bookkeepers, computer costs attributable to shareable vocational rehabilitation services, cost of certain purchased services such as audit fees, etc. are shareable administrative costs.

c) Variety of Services in the Same Facility

When a variety of services are provided within the same facility and the responsibility for the different services is shared by the same staff

(service staff and/or administrative support), only that portion of the funds provided by the province to cover the eligible costs of vocational rehabilitation are to be submitted for cost-sharing under VRDP. This means a carving-out of those costs relative to the ineligible services.

12. GOODS AND SERVICES FOR INDIVIDUAL CLIENTS

Shareable expenses incurred by the province for goods or services necessary for the vocational rehabilitation of those disabled clients eligible under VRDP are those described in Appendix 1, Section 2 and Schedules 1 to 6 of the Agreement. Costs covered under other federal legislation are excluded from cost-sharing under VRDP as per Section 12 of the Agreement.

The Agreement also provides for sharing in the costs of follow-up goods and services provided to disabled persons who have obtained or been placed in employment following completion of their vocational rehabilitation process. These provisions are described in Section 13 of these guidelines.

There are new VRDP provisions for sharing in goods and services provided to disabled persons during a vocational crisis. These are described in section 14 of these guidelines.

12.1 Tools and Equipment (Appendix 1, Section 2(a))

The costs of small tools, equipment or special clothing necessary for an eligible client to accept employment or undertake homebound employment are shareable and do not require federal approval, i.e. by means of a Record of Approval (ROA).

The costs of elaborate equipment, such as adapted computer equipment, machinery or stationary equipment to undertake employment or self-employment are to be provided to Ottawa by way of a letter and list giving information on the equipment provided to eligible clients and associated costs thereof.

Neither inventory of stock or raw materials to be used in a trade or business, nor the furnishing of a business or office is cost-shareable.

12.2 Prosthetic and Orthotic Devices (Appendix 1, Section 2(1)(b))

ROAs are not required for medically-prescribed prosthetic and orthotic devices provided to eligible clients engaged in a vocational rehabilitation process. These costs are shareable insofar as they are not provided under a provincial health program covered by the Canada Health Act.

Under the Agreement, prosthetic and orthotic devices provided for the vocational rehabilitation of eligible clients are shareable even if these are provided as part of a universal program. When the provision of devices is part of a universal program, it is essential that provinces establish an acceptable method to identify costs relating to eligible clients and to carve out costs relating to ineligible clients. The method that will be used by provinces to link the costs of devices and eligibility of clients will be worked out on a bilateral basis.

12.3 Technical Aids and Special Devices (Appendix 1, Section 2(1)(b))

ROAs are not required for technical aids and devices which have become standard items necessary for the functioning of disabled persons, on the understanding that these items are provided to eligible clients during their vocational rehabilitation process.

Approved list of items

- wheelchairs (manual or electric)
- optacons
- visualteks
- visual ear
- teletype equipment
- braille convertors
- bliss symbol devices
- electronic environmental control devices such as TOSC, POSSUM, ENCO...
- typewriters
- calculators
- computers.

ROAs are to be submitted for all special devices not included in the above list.

This list of approved items may be amended or added to as approved by the Minister. Amendments to the list will be provided to the provinces.

As with prosthetic and orthotic devices, technical aids and devices provided for the vocational rehabilitation of eligible clients are shareable even if they are provided on a universal basis. An acceptable method of identifying eligible costs must be developed by provinces as described in section 12.2 above.

12.4 Payments to Individuals for Personal Goods and Services (Agreement, Appendix 1, Section 2(2))

Provincial payments to eligible clients for personal goods and services required for their vocational rehabilitation are shareable.

These consist of payments to individuals for personal goods such as prosthetic and orthotic devices, technical aids and special devices and may also include payments for tools and equipment and modifications to the client's home and vehicle. The requirements for submission of an ROA and for provincial records of client files and identification of costs are the same as for expenses incurred by provinces for the provision of goods.

Payments to eligible clients for personal support services provided to enable participation in a vocational rehabilitation process are also shareable. Personal support services include attendant care, interpreters, intervenors and notetakers. ROAs are not required but provincial and agency records (client files, re: eligibility and costs) must be maintained and available for review and audit.

12.5 Home Modifications, Modifications to Vehicles, Modifications to Place of Employment (Appendix I Section 2(1)(c)

ROAs on an individual client basis are not required for aggregate costs of less than $10,000 relative to these three kinds of modifications when they are made

on behalf of eligible disabled clients engaged in a vocational rehabilitation process under the following circumstances:

a) Home Modifications

Only those home modifications which enable the client to live in his/her home and permit the person to participate in a vocational rehabilitation program, undertake employment, function as a homemaker, or engage in a gainful homebound occupation will be considered for cost-sharing.

The modifications are to be made to the client's own home, or if the modifications are to be made to the client's parental home or a rented facility there should be some indication that this living arrangement will continue for a reasonable length of time, as determined by the province.

Shareable installation costs include finishing and painting areas, as required, as a direct result of, the necessary modification but do not include complete refinishing of a room or house.

When some modifications first require architectural services, the fees of these services must be reasonable in respect of the overall modifications and then become part of the total costs of the modifications.

Sources other than VRDP cost-sharing, such as the CMHC program, provincial housing program, etc., should be explored before applying for VRDP cost-sharing.

Approved list of modifications

- ramps and costs of installation
- mechanical, electrical or hydraulic lifts or stair glides (inside or outside) and costs of installation
- widening doorways
- handrails, grab bars, etc.
- modification of bathroom facilities including bath chair, lifting devices

- modification of kitchen cupboards and appliances so they can be used by a person in a wheelchair
- costs and installation of special light or sound mechanisms needed for deaf or blind persons.

This list of approved items may be amended or added to as approved by the Minister. Amendments to the list will be provided to the provinces.

Costs for home modifications not included in the approved list or costs exceeding $10,000 must be submitted on an ROA form for approval.

Non-shareable costs

- normal home improvements or general renovations such as repairs to a roof, walls, chimney, stairs, etc. which are not required to be undertaken as a direct result of the disability

- additions to a home (except in very unusual circumstances which must be submitted to Ottawa for approval on individual merit)

- modifications which would enable disabled persons to live in their homes but which are not related to a vocational rehabilitation process.

b) Modification to Vehicles

Vehicle modifications must be related to special features which are not ordinarily required by non-disabled persons and should be made to the client's own vehicle in order to provide the necessary transportation as part of the client's vocational rehabilitation process.

Approved list of modifications to vehicles

- hand or foot controls
- wheelchair lifts
- automatic (electrical) door opener
- devices for transfer from wheelchair to driver's seat

- special tie-downs or safety devices
- insulation of a van when required because of extreme sensitivity to temperature variations
- C.B. when required as a safety feature for a client with limited mobility, e.g. paraplegia
- remote control devices, e.g. lift switches, signal lights, door opener, horn and dimmer
- raised doors and roof
- steering column modifications, e.g. horizontal column, extension, 13½" steering wheel
- zero effort systems, e.g. steering, back-up, brakes, gas
- centre console
- keyless ignition
- electric devices, e.g. brakes, shift
- parking brake extension.

This list of approved modifications to vehicles may be amended or added to with the approval of the Minister. Written notification of such changes will be sent to the provinces.

Costs for other vehicle modifications not mentioned in the approved list or costs exceeding $10,000 must be submitted on an ROA form for approval.

Non-shareable Costs

- purchase or exchange of vehicle
- regular repairs or operating expenses.

) Modifications to Places of Training or Employment

Modifications to places of training or employment in privately-owned or operated buildings are cost-shareable provided that such modifications are required on an individual basis to enable an eligible client to have access to a training place for the duration of the vocational training period, or to a place of employment and provided that the owner/operator is under no obligation to make them.

Modifications to a specific work site (i.e. staff-only area) in publicly-owned or operated or

publicly-subsidized buildings which are required solely to enable an eligible client to have access to a place of training or employment may be cost-shareable. These must be submitted on ROA forms to Ottawa for consideration on an individual basis.

Sources other than VRDP, such as CEIC programs, should also be explored before applying for VRDP cost-sharing.

Approved list of structural alterations

- ramps
- inside and outside wheelchair lifts
- widening doorways
- making a washroom accessible
- raising, lowering or adapting a workbench or desk
- adaptation to equipment for the specific use of a disabled person.

This list of approved modifications to places of training or employment may be amended or added to with the approval of the Minister. Written notification of such changes will be sent to the provinces.

Costs for modifications to specific work sites in publicly-owned or operated or publicly-subsidized buildings and other alterations which are not mentioned in the approved list or costs exceeding $10,000 must be submitted on an ROA form for approval.

Non-shareable costs

- general modifications to places of training or employment in publicly-owned or operated or publicly-subsidized buildings such as government buildings, universities, educational facilities, public recreation facilities, student residences, etc...

12.6 Maintenance and Training Allowances (Agreement Appendix 1, Section 2(1)(d))

The costs of maintenance and training allowances provided to disabled persons during their vocational

rehabilitation process are shareable up to the level of CAP shareable provincial social assistance (including assistance for items of special need) for which a disabled person in need is eligible.

Costs of supplementary allowances provided to disabled persons in receipt of CEIC training allowances, basic social assistance or other allowances, are shareable to the extent that the combined allowances do not exceed the CAP shareable provincial social assistance (including assistance for items of special need) for which a disabled person in need is eligible.

12.7 Vocational Training Services (Schedule 3)

Vocational training cost-shared under this Schedule must be provided pursuant to the development of individual vocational training plans in accordance with Schedule 3 of the Agreement. The vocational training plans will be developed jointly by the individual and authorized staff (provincial staff and/or funded agencies administering or providing vocational training services). The plans will be based on the results of the individual's assessment and vocational goal and will detail the vocational training activities planned to enable the person to reach the vocational goal as well as the special goods or support services that will be provided during the training.

General consultation with CEIC will continue to be required to provide clients with the full range of vocational training possibilities. Direct input by CEIC representatives will be required when developing an individual vocational training plan which includes training provided by CEIC.

The costs of individual training programs are shareable without the need for prior federal approval and may include tuition fees, books, transportation, and special services required because of the disability, such as interpreter, tape recorder, reader, transcriber, special tutoring and special counselling or guidance, etc., if these are not available to all students without charge.

Schedule 3 of the Agreement also provides for cost-sharing of training on the job (TOJ) agreements for

eligible clients. The maximum length of TOJs is now 24 months. Cost-sharing of wage payments for TOJs in the private sector is limited, over the period of the TOJ, to the lesser of 50% of the wage payments or the amount of provincial costs incurred for the wage payments. For TOJs in the non-profit and voluntary sector, the total provincial costs incurred for wage payments may be shared. Costs for TOJs are shareable without the need for prior federal approval and may include costs of special services such as job coaches.

Note:

The federal government contributes towards the cost of post-Secondary education through funds provided under the Federal-Provincial Fiscal Arrangements and Federal Post-Secondary Education and Health Contributions Act.

These funds are intended to assist the provinces in covering the costs of operating colleges, universities and other post-secondary education facilities. Some of the costs are also covered by tuition fees which are normally paid by the students enrolled in various courses. VRDP cannot share in costs which have already been covered by another federal program and, therefore, VRDP can share only in the tuition fees paid by the province on behalf of clients eligible under VRDP, plus the additional expenses incurred because of the disability. The shareable amount of tuition fees for students eligible under VRDP is the same amount as the tuition fees charged to non-disabled students.

12.8 Eye Glasses, Hearing Aids and Restorative Services in Emergency Situations (Agreement, Schedule 2(2))

It is not the intent of VRDP to provide general coverage of eye glasses or hearing aids but special items of this nature for the visually or hearing impaired are to be considered as functional support equipment for eligible clients.

Alternatively, when a VRDP-sponsored client is engaged in a vocational rehabilitation process and it becomes necessary for him/her to have regular eye glasses, a hearing aid, dental work, or other treatment which is not covered under the health insurance or medical plan

of the province, and such costs are paid by the province on behalf of the client, they may be included as part of the costs of vocational rehabilitation for that individual.

12.9 Homemaking as the Vocational Goal (Agreement, Section 1(h))

Goods and services related to homemaking as the vocational goal are shareable as vocational rehabilitation services if the individual is thus enabled to undertake or resume the role of homemaker. Goods and services provided as follow-up or during a vocational crisis are also shareable.

13. FOLLOW-UP GOODS AND SERVICES (Schedule 5)

A follow-up period of time of limited duration, immediately following placement in employment, as defined in the Agreement is considered to be integral to the vocational rehabilitation of a disabled person.

This period affords the disabled person access to cost-shared goods and services where, in the opinion of a provincial authority, they are required to enhance the employability of that person. It also allows time to assess the suitability of an individual's program of vocational rehabilitation including follow-up goods and services.

Follow-up goods and services means those goods and services as recognized in the Agreement, provided on a time-limited basis to disabled persons, who, following completion of a vocational rehabilitation process, have obtained substantially gainful employment.

Cost-shareable follow-up services include assessment, counselling and supportive services.

Staff costs associated with follow-up goods and services are also shareable.

The period during which follow-up goods and services may be provided on a cost-shared basis under the Agreement may vary at the discretion of the Province in accordance with its authority but is not expected

to exceed, except in unusual circumstances, a maximum of 36 months following employment placement. ROAs for follow-up goods and services are to be submitted as per the criteria for individual costs described in the preceding section. A separate ROA for follow-up services is not required for the costs of rehabilitation staff providing a range of vocational rehabilitation services which include follow-up.

Programs and services offered by the CEIC in each province should be used to the fullest possible extent as resources for the provision of follow-up goods and services to eligible disabled persons referred from the Provincial Vocational Rehabilitation Program. Other resources necessary for the vocational rehabilitation of disabled persons may be provided by the Province and the costs thereof shall be shareable under the terms of this Agreement.

14. VOCATIONAL CRISIS (Schedule 6)

The Agreement includes cost-sharing in the short-term provision of those goods and services recognized in the Agreement provided to disabled persons during a vocational crisis.

Eligible persons are physically and mentally disabled persons (including those disabled by alcohol and drug addictions and those with mental health disabilities) who are employed but who are at risk of losing their employment because their disability prevents them from performing the essential duties of the occupation and who require vocational rehabilitation services to help them retain their employment. Eligibility will be determined on the basis of the incapacity due to the disability and its severity in terms of job performance. Assessment of the vocational crisis situation by the province or approved agency should be based on as comprehensive information as possible without creating hardship to the individual or causing further deterioration to the employer-employee relationship. There must also be a reasonable expectation that vocational rehabilitation services will enable the person to fulfill the essential duties of the occupation and that this will prevent employment loss. The information obtained to determine eligibility will be documented in individual client files with respect to goods and services provided

on an individual basis. With respect to program costs, statistical information will be collected to indicate the number or percentage of clients receiving services during a vocational crisis.

Cost-shareable services during a vocational crisis include assessment, counselling, restoration and vocational training which are provided under the individual costs or program costs provisions.

The duration of cost-shared vocational rehabilitation services provided during a vocational crisis may vary at the discretion of the province in accordance with its authority but is not expected to exceed, except in unusual circumstances, six months. For purposes of this Agreement, the provision of goods and services during a vocational crisis is considered a discrete vocational rehabilitation process.

ROA's for goods and services provided during a vocational crisis are to be submitted as per the criteria for individual costs described in Section 12 of the Guidelines. A separate ROA is not required for the costs of rehabilitation staff providing a range of cost-shared vocational rehabilitation services including services during a vocational crisis.

This provision of the Agreement is intended to complement, without reducing, the responsibilities of employers and third parties to assist employed individuals experiencing vocational crisis. Programs and services offered through private insurance plans, employers, CEIC and other sources will continue to be used to the fullest extent possible. Other resources necessary for disabled persons during a vocational crisis may be provided by the province and the costs thereof shall be shareable under the terms of this Agreement.

15. PREPARATION AND SUBMISSION OF RECORDS OF APPROVAL (ROAs)

Records of approval (ROAs) are used to obtain federal approval of cost-sharing for:

a) costs relative to programs (VRDP 1 - ROA, or VRDP 2 - ROA Summary Sheet)

b) costs of goods and services for individual clients (VRDP 3 - ROA for individual costs with respect to vocational rehabilitation, follow-up goods and services and goods/services provided during a vocational crisis)

A sample of these forms is shown in the Appendices to these guidelines (Appendix A to F).

15.1 Program Costs

In each province the comprehensive vocational rehabilitation program may consist of separately identifiable segments or program components. Program components are each separately identifiable segment which may provide services for a particular disability group or be otherwise separate from other services.

The following components are used by federal officials administering VRDP.

(i) Provincial Co-ordinator and Vocational Rehabilitation Staff
(ii) Mental health programs (including community mental health)
(iii) Rehabilitation workshops
(iv) Alcohol and drug abuse programs
(v) Education (Advanced or Adult Education Staff)
(vi) Other agencies (voluntary organizations not within one of the other components - Canadian National Institute for the Blind, Canadian Paraplegic Association, Canadian Hearing Society, etc.)

Program unit means the individual division within a program component. For example, each particular workshop within the rehabilitation workshop component or each centre within the alcohol and drug program is a unit.

15.2 Submissions for Program Units Previously Approved

1. An ROA Summary Sheet (VRDP 2) for program units is to be submitted either annually or for the two-year Agreement period.

2. The ROA form should indicate:

   - the name of the program component;
   - the total number of units in that component;
   - the total number of positions in all units;
   - the total cost for all units.

3. The list of units should indicate:

   - the name and location of each unit;
   - any other code identifier if available;
   - the number of VRDP related positions in each unit;
   - the total estimated cost to be shared for these positions.

4. Updated descriptions of the services are required only when these have been modified or when descriptions were not provided in the previous Agreement period.

Note:

The total provincial grant for staff costs as well as the total number of VRDP related positions should be indicated even though the provincial grant may be less than the total staff costs. This could eliminate the need to send a revision at a later date if the grant is increased.

In some cases positions may be related to VRDP services for only a percentage of their time. This should be indicated; e.g. 10 @ 100%, 2 @ 75%, 1 @ 50%.

5. General Processing Procedures

   - ROAs are to be submitted on the basis of a separate ROA per program component.

   - Two signed copies of each ROA are to be sent to Ottawa or via the field representative. A copy must be sent to the field representative's office.

   - Following review, decision and signature by Ottawa, one copy of the signed ROA will be returned directly to the province and the necessary copies will be sent to the federal

field representative and the regional Audit Services Bureau (ASB) office for their records.

6. Revised ROAs Required

- for new services or types of services within a program component or unit
- for any increase of positions relating to new functions.

7. Revised ROAs Not Required

- for an increase of costs already approved
- for deletion of one or more units if they cease to operate or provincial funding ceases
- for an increase or decrease of positions relating to functions which were already approved. This type of change should be provided to Ottawa by letter so that the appropriate notation can be made on the ROA.

15.3 Submissions for New Program Units or Components

When new program units or components established during the period of the Agreement are submitted for cost-sharing, an ROA (VRDP 1) is required and should provide the following information:

- a full description of the services
- a list of staff positions and summary description of staff duties related to the vocational rehabilitation services
- the staff costs (salaries, benefits, travel) of these positions.

These submissions can be made for one or both fiscal years of the Agreement period.

15.4 ROAs for Goods and Services for Individual Clients (VRDP 3)

When ROAs are required for the costs of goods or services provided to individual clients as outlined in

Section 12 of the Guidelines, the following information must be included in the ROA form VRDP 3:

- identification of cost-sharing request as vocational rehabilitation, follow-up goods and services or vocational crisis
- the name of the client, or other case file identifier
- nature of disability
- the goods or services for which cost-sharing is requested
- the costs
- a description of how these goods or services relate to the client's vocational rehabilitation in terms of vocational rehabilitation, follow-up goods and services or to prevent loss of employment during a vocational crisis.

Two copies of the duly completed and signed ROAs are to be submitted to Ottawa or via the field representative and a copy must be sent to the field representative's office.

Following review, decision and signature by Ottawa, one copy of the signed ROA will be returned directly to the province and the necessary copies will be sent to the federal field representative and the regional ASB office for their records.

16. CLAIMING PROCESS (Agreement, Section 9)

16.1 Interim Claims

Interim claims should be submitted regularly throughout the year on form VRDP 5. Each claim should pertain to only one program component or, if this is not possible, the claim must be prepared so as to permit identification of costs to specific program components. Claims are based on estimated expenditures made during the period which the claim is intended to cover. As such, these expenditures need not be audited by the provincial auditor or his designated official before interim claims are submitted.

All interim claims (VRDP 5) are to be accompanied by an Appendix to the Claim (VRDP 6) which provides a

breakdown of provincial costs in the various areas outlined on the form. Staff costs, including benefits and travel, are to be separated for the provincial rehabilitation staff and staff of workshops and agencies. Individual costs are to be identified separately on the form and other expenditures under the miscellaneous classification.

16.2 Annual Statement of Expenditures

An annual statement of expenditure (VRDP 7) for each program for which interim claims were made must be submitted within one year of the end of each fiscal year or within such further period as the Minister may allow. This annual claim is to include the total amount of expenditures claimed, less any amounts already paid by way of interim claims. The balance thus shows any amount owed by the federal government or by the province if interim claims exceed actual amounts shareable. The annual statement of expenditures must be audited by the provincial auditor or his designated official who signs the audit certificate on form VRDP 7.

If there is a balance to be paid by the federal government, the province must claim this amount by submitting an Interim Claim form (VRDP 5) accompanied by the Appendix to the claim (VRDP 6) to show the classification of these expenditures.

If there is a balance to be paid by the province, this amount should also be indicated on interim claim and Appendix forms (VRDP 5 and VRDP 6) as a federal credit for subsequent claims. Alternatively, the province may refund this amount by making a cheque payable to the Receiver General for Canada, accompanied by an Appendix to the Claims (VRDP 6). The Appendix (VRDP 6) is necessary to show what expenditure classifications were overclaimed. The province can make adjustments to an annual claim (VRDP 7) by submitting forms VRDP 5 and VRDP 6 and showing the expenditures adjusted.

Amounts claimed, however, may still be adjusted upward or downward following the audit by Audit Services Bureau and the final settlement discussions.

16.3 **Financial Audits**

When an interim claim (VRDP 5) together with an appendix to the claims (VRDP 6) is received by the federal field representative, the costs included therein are reviewed against the accounts and records of the province to verify that these are the actual expenditures incurred in the areas specified.

At the end of the fiscal year, the total expenditures of each program must be audited and certified in accordance with the Agreement by the provincial auditor or his designated official before a final claim is submitted on an Annual Statement of Expenditures form (VRDP 7).

The federal audit is carried out by officials of the Audit Services Bureau who verify all accounts and records of the province and who ascertain, if necessary, that federal approval has been received for specific costs. Observations made by ASB are reviewed by National Health and Welfare head office staff and adjustments are subsequently made as required.

* * *

APPENDICES

APPENDIX A

Health and Welfare Canada
Vocational Rehabilitation
of Disabled Persons

Santé et Bien-être social Canada
Réadaptation professionnelle
des invalides

RECORD OF APPROVAL
DEMANDE D'APPROBATION

PROGRAM COMPONENT — COMPOSANTE DE PROGRAMME

Pursuant to the [illegible] Act, approval is requested for the following services to be provided by the Province for [illegible]

Conformément aux dispositions de l'Accord sur la R.P.I., l'approbation est requise pour la contribution du gouvernement fédéral aux frais encourus par la Province pour les services de réadaptation professionnelle décrits ci-dessous:

PROVINCIAL AUTHORITY — AUTORITÉ PROVINCIALE

Signature

Title — Titre

Date

Recommended — Recommandé

Not Recommended — Non recommandé

Date

Approved — Approuvé

Not Approved — Non approuvé

Date

NHW-5563 702 (VRDP-RPI-1) 10-80

APPENDIX B

Health and Welfare Canada / Santé et Bien-être social Canada

Vocational Rehabilitation of Disabled Persons / Réadaptation professionnelle des invalides

RECORD OF APPROVAL — SUMMARY SHEET
DEMANDE D'APPROBATION — SOMMAIRE

No. — N°	
PROVINCE/TERRITORY — PROVINCE/TERRITOIRE	FISCAL YEAR — ANNÉE FINANCIÈRE
PROGRAM COMPONENT — COMPOSANTE DE PROGRAMME	

Pursuant to the terms of the V.R.D.P. Agreement, approval is hereby requested for the federal government to contribute to the costs incurred by the Province for the following vocational rehabilitation services:

Conformément aux stipulations de l'Accord sur la R.P.I., l'approbation est requise pour la contribution du gouvernement fédéral aux frais encourus par la Province pour les services de réadaptation professionnelle décrits ci-dessous:

1988 — 1989				1989 — 1990		
UNITS / UNITÉS	NUMBER OF POSITIONS / NOMBRE DE POSTES	SHAREABLE AMOUNT / MONTANT PARTAGEABLE	UNIT ASSISTANCE ALLOWANCE / ALLOCATION PAR UNITÉ	UNITS / UNITÉS	NUMBER OF POSITIONS / NOMBRE DE POSTES	SHAREABLE AMOUNT / MONTANT PARTAGEABLE
TOTAL ▶						

COMMENT(S) — COMMENTAIRE(S)

PROVINCIAL AUTHORITY — AUTORITÉ PROVINCIALE

Signature

Title — Titre

Date

FEDERAL USE ONLY — À L'USAGE DU GOUVERNEMENT FÉDÉRAL

Recommended — Recommandé — Date

Not Recommended — Non recommandé — Date

Approved — Approuvé — Date

Not Approved — Non approuvé — Date

(VRDP-RPI-2) 1988-0000 200 (10-88)

APPENDIX C

Health and Welfare Canada / Santé et Bien-être social Canada

Vocational Rehabilitation of Disabled Persons / Réadaptation professionnelle des invalides

RECORD OF APPROVAL — INDIVIDUAL COSTS
DEMANDE D'APPROBATION — COÛTS INDIVIDUELS

NUMBER-NUMÉRO

REQUEST FOR COST SHARING OF
DEMANDE DE PARTAGE DES COÛTS DE

☐ VOCATIONAL REHABILITATION / RÉADAPTATION PROFESSIONNELLE
☐ VOCATIONAL CRISIS SITUATION / SITUATION PROFESSIONNELLE CRITIQUE
☐ FOLLOW-UP GOODS AND SERVICES / BIENS ET SERVICES DE SUIVI

PROVINCE, TERRITORY — PROVINCE/TERRITOIRE

FISCAL YEAR — ANNÉE FINANCIÈRE

PREVIOUS REQUEST — DEMANDE ANTÉRIEURE
☐ YES / OUI ☐ NO / NON

Pursuant to Section 2 and Appendix I (Section 2) of the V.R.D.P. Agreement, approval is hereby requested for the federal government to contribute to the costs incurred by the Province for the provision of goods and services for the vocational rehabilitation of the following client:

Conformément à la Section 2 et à l'Appendice I (Section 2) de l'Accord sur la R.P.I., l'approbation est requise pour la contribution du gouvernement fédéral aux frais encourus par la Province pour la fourniture de biens et services pour la réadaptation professionnelle du client suivant:

CLIENT

DISABILITY/FUNCTIONAL LOSS — INVALIDITÉ/INCAPACITÉ FONCTIONNELLE

GOODS/SERVICES REQUIRED — BIENS/SERVICES REQUIS

COST-COÛT $

RELATION OF EXPENDITURE TO VOCATIONAL REHABILITATION
(This should describe how goods/services will contribute to vocational rehabilitation of client in terms of preparation for employment, follow-up goods and services or to prevent loss of employment during a vocational crisis.)

RELATION DES FRAIS À LA RÉADAPTATION PROFESSIONNELLE
(On doit décrire comment les biens et services vont contribuer à la réadaptation professionnelle du client aux titres de la préparation pour l'emploi, du suivi ou pour prévenir la perte d'un emploi en situation professionnelle critique.)

PROVINCIAL AUTHORITY — AUTORITÉ PROVINCIALE

Signature

Title — Titre

Date

FEDERAL USE ONLY — À L'USAGE DU GOUVERNEMENT FÉDÉRAL

Recommended — Recommandé	Date	Not Recommended — Non recommandé	Date
Approved — Approuvé	**Date**	**Not Approved — Non approuvé**	**Date**

(VRDP-RPI-3) NSS0-6NSS 784 (11-88)

APPENDIX D

Health and Welfare Canada
Vocational Rehabilitation of Disabled Persons

Santé et Bien-être social Canada
Réadaptation professionnelle des invalides

Français au verso

INTERIM CLAIM

PROVINCE/TERRITORY

CLAIM NO.

PROGRAM COMPONENT

PAYMENTS MADE BY THE PROVINCE/TERRITORY FOR THE PERIOD From ____ To ____ 19 ____

1. PAYMENTS BY PROVINCE/TERRITORY	$
2. ADJUSTMENTS *(Specify)*	$
3. NET SHAREABLE COST	$
4. TOTAL INTERIM CLAIM *(50% of Line 3)*	$

CERTIFICATE OF THE PROVINCIAL/TERRITORIAL AUTHORITY

I hereby certify that this claim has been prepared in accordance with the provisions of the Vocational Rehabilitation of the Disabled Persons Agreement dated

the ____ Day of the Month of ____ 19 ____

Signature

Title

Date

FEDERAL USE ONLY

CERTIFICATE OF FEDERAL FIELD REPRESENTATIVE

I certify that the amounts included as payments or adjustments are as shown in the accounts and records of the Province/Territory.

Signature

Date

Certified in accordance with Section 25(1) of the Financial Administration Act.

Officer

Date

Approved for payment on behalf of the Minister of National Health and Welfare.

Authorized Official

Date

5240-[illegible] 704 (VRDP-RPH-8) (2-88)

APPENDIX E

Français au verso

Health and Welfare Canada Santé et Bien-être social Canada

Vocational Rehabilitation of Disabled Persons

APPENDIX TO THE CLAIM

CLAIM NO	PROVINCE/TERRITORY
PROGRAM COMPONENT	PERIOD

EXPENDITURE CLASSIFICATION			AMOUNT $	TOTAL $
COORDINATOR AND PROVINCIAL STAFF	Salaries and Benefits	APP 1		
	Travel Expenses	APP. 1		
	Staff Training	SCH 8		
Sub-Total				
WORKSHOPS AND AGENCIES	Salaries and Benefits	APP 1		
	Travel Expenses	APP 1		
	Staff Training	SCH 8		
Sub-Total				
INDIVIDUAL COSTS	Tools, Equipment, Clothing	APP 1		
	Prosthetics, Orthotics, Wheelchairs, etc.	APP 1		
	Modification to: Homes, Vehicles, Place of Training/Employment	APP. 1		
	Maintenance/ Training Allowances	APP. 1		
	Transportation and Travelling	APP 1		
	Vocational Training (Tuition Fees/ TOJ, etc.)	SCH. 3		
	Employment Placement Services	SCH. 4		
	Follow-up Goods and Services	SCH. 5		
	Vocational Crisis	SCH. 6		
	Other Expenses (Fees, etc.)	SCH 1-2		
Sub-Total				
MISCELLANEOUS	Research	SCH. 7 APP 1		
	Publicity	APP. 1		
	Administrative Costs	APP. 1		
	Other Expenses (Specify)			
Sub-Total				
			TOTAL - PROVINCIAL COSTS	

(VRDP-RPH-4) NSW-SHDS 735 (11-88)

APPENDIX F

Health and Welfare Canada
Vocational Rehabilitation of Disabled Persons

Santé et Bien-être social Canada
Réadaptation professionnelle des invalides

Français au verso

ANNUAL STATEMENT OF EXPENDITURES

PROVINCE/TERRITORY	PROGRAM COMPONENT

PAYMENTS MADE BY THE PROVINCE/TERRITORY FOR THE FISCAL YEAR FROM: April 1, 19 to March 31, 19

TOTAL PAYMENTS MADE BY THE PROVINCE/TERRITORY	$
AMOUNTS PAYABLE BY THE FEDERAL GOVERNMENT *(50% of the Above Amount)*	$
LESS PAYMENTS AS PER INTERIM CLAIMS	$
BALANCE PAYABLE BY CANADA	$
BALANCE PAYABLE TO CANADA	$

CERTIFICATE OF THE PROVINCIAL/TERRITORIAL AUTHORITY

I certify that this statement of expenditures is in accordance with the provisions of the Vocational Rehabilitation of Disabled Persons Agreement dated

the Day of the Month of 19

Signature	Title
	Date

AUDITOR'S CERTIFICATE

I have examined this statement in accordance with the terms and conditions of the V.R.D.P. Agreement.

My examination was made in accordance with generally accepted auditing standards and accordingly included such tests and other procedures as I considered necessary in the circumstances.

In my opinion, subject to any qualifications attached, this statement is in accordance with the accounts and records of the Province/Territory and with the provisions of the VRDP agreement.

Signature	Title
	Date

NHW-BNBS 736 (VRDP-NPI-7) (2-86)